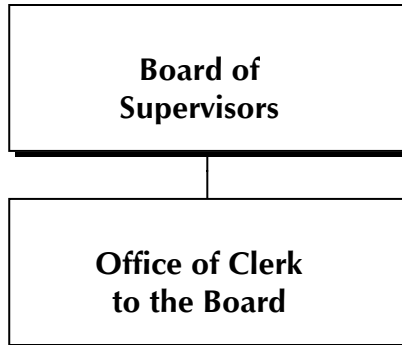


Board of Supervisors



Mission

To serve as Fairfax County's governing body under the Urban County Executive form of government, to make policy for the administration of the County government within the framework of the Constitution and the laws of the Commonwealth of Virginia, and to document those actions accordingly.

Focus

The ten-member Board of Supervisors makes policy for the administration of the County government within the framework of the Constitution, the Laws of the Commonwealth of Virginia, and the Urban County Executive form of government. Nine members of the Board of Supervisors are elected from County Supervisory districts, and the Chairman of the Board of Supervisors is elected at-large.

The responsibilities of the Clerk to the Board, under the direction of the Board of Supervisors and the County Executive, include: advertising Board public hearings and bond referenda; establishing and maintaining records of Board meetings; preserving legislative and historical records; managing the system for appointments to Boards, Authorities and Commissions; and tracking and safekeeping Financial Disclosure forms. Responsibilities also include: providing administrative support through budget preparation; processing purchase requisitions, as well as personnel and payroll actions; maintaining guardianship of the County Code; making notification of Board actions regarding land use issues; and providing research assistance. In an effort to engage more citizens, the Clerk's office has implemented a method by which citizens can easily sign up to testify at public hearings on the County's Web site. Initiatives such as this help the Department to more effectively and efficiently meet the needs of the County's growing and increasingly diverse population without additional personnel and budgetary resources.

THINKING STRATEGICALLY



Strategic issues for the Department include:

- Utilizing new technologies for advertising Board public hearings and enabling citizens to testify;
- Making notification of Board actions regarding land use issues;
- Maintaining the County Code;
- Establishing and maintaining records of Board meetings; and
- Enhancing the Web site and its usefulness to residents and staff.

As part of the FY 2007 budget process, the Board of Supervisors approved the County Executive's recommendation of an increase to Board members' annual salaries from \$59,000 to \$75,000 beginning with the next elected Board in January 2008. This increase is based on a market pay analysis, a comparison with other similar jurisdictions, and is consistent with the compensation adjustments that have been provided to the general County workforce since the Board salaries were last adjusted in 2000. The funding will be made available in the FY 2008 budget.

Board of Supervisors

New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision within the Clerk's Office

 Creating a Culture of Engagement	Recent Success	FY 2007 Initiative
Continue to enhance the Web site to provide more information on County Boards, Authorities and Commissions (BACs) in an effort to expand involvement by residents. This includes distributing a brief brochure on BACs and providing it on the Web.	✓	✓
Develop a public comment form on the Web for citizens to provide input for public hearings.		✓
Enhance research capabilities for Board documents on the Web.		✓
 Exercising Corporate Stewardship	Recent Success	FY 2007 Initiative
Developed a formal procedural memorandum clarifying the relationship between the Clerk's Office and agency staff coordinators delineating all the requirements regarding Boards, Authorities and Commissions.	✓	
Develop a Clerk's Office Infoweb site (for internal use) to include procedural memoranda and other internal policies, procedures and practices.		✓

Budget and Staff Resources¹

Agency Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5
Exempt	71/ 71	71/ 71	71/ 71	71/ 71	71/ 71
Expenditures:					
Personnel Services	\$3,313,199	\$3,855,539	\$3,855,539	\$4,119,678	\$4,119,678
Operating Expenses	512,178	601,811	601,811	608,994	608,994
Capital Equipment	0	0	0	0	0
Total Expenditures	\$3,825,377	\$4,457,350	\$4,457,350	\$4,728,672	\$4,728,672

¹ Board member salaries of \$59,000 were last increased in January 2000.

Board of Supervisors

Summary by District					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Chairman's Office	\$348,712	\$413,021	\$413,021	\$437,626	\$437,626
Braddock District	349,890	362,021	362,021	386,626	386,626
Hunter Mill District	324,612	362,021	362,021	386,626	386,626
Dranesville District	309,662	362,021	362,021	386,626	386,626
Lee District	334,820	362,021	362,021	386,626	386,626
Mason District	304,630	362,021	362,021	386,626	386,626
Mt. Vernon District	325,631	362,021	362,021	386,626	386,626
Providence District	272,111	362,021	362,021	386,626	386,626
Springfield District	286,989	362,021	362,021	386,626	386,626
Sully District	306,043	362,021	362,021	386,626	386,626
Total Expenditures	\$3,163,100	\$3,671,210	\$3,671,210	\$3,917,260	\$3,917,260

FY 2007 Funding Adjustments

The following funding adjustments from the FY 2006 Revised Budget Plan are necessary to support the FY 2007 program:

- ◆ **Employee Compensation** **\$264,139**
An increase of \$264,139 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program. Included in this amount is an increase of \$24,605 per Board office.
- ◆ **Intergovernmental Charges** **\$7,183**
A net increase of \$7,183 in Operating Expenses is due primarily to an increase of \$7,350 in Information Technology charges based on the agency's historic usage of mainframe applications, partially offset by reduced Department of Vehicle Services charges.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2007 Advertised Budget Plan, as approved by the Board of Supervisors on May 1, 2006:

- ◆ The Board of Supervisors made no adjustments to this agency.

Changes to FY 2006 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2006 Revised Budget Plan since passage of the FY 2006 Adopted Budget Plan. Included are all adjustments made as part of the FY 2005 Carryover Review and all other approved changes through December 31, 2005:

- ◆ There have been no revisions to this agency since approval of the FY 2006 Adopted Budget Plan.

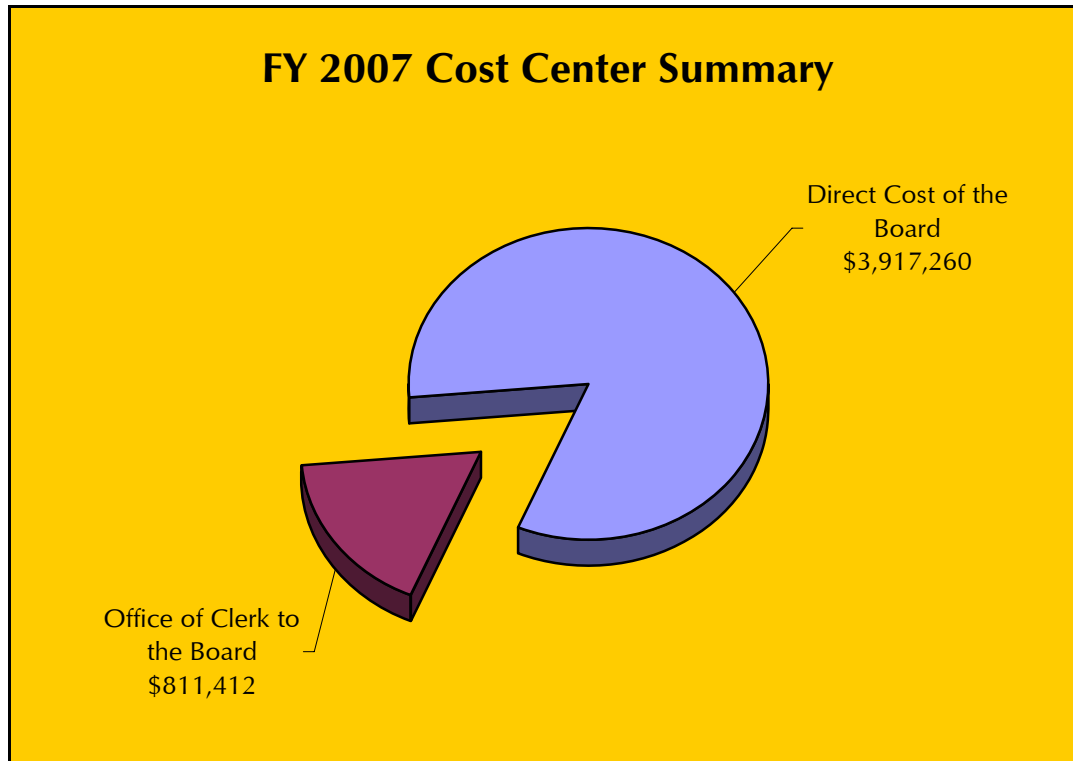
The following funding adjustments reflect all approved changes to the FY 2006 Revised Budget Plan from January 1, 2006 through April 24, 2006. Included are all adjustments made as part of the FY 2006 Third Quarter Review:

- ◆ The Board of Supervisors made no adjustments to this agency.

Board of Supervisors

Cost Centers

The Board of Supervisors is comprised of two cost centers: Direct Cost of the Board and Office of Clerk to the Board. These cost centers work together to fulfill the mission of the Board of Supervisors and carry out the key initiatives for the fiscal year.



Direct Cost of the Board 

Funding Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Exempt	70/ 70	70/ 70	70/ 70	70/ 70	70/ 70
Total Expenditures	\$3,163,100	\$3,671,210	\$3,671,210	\$3,917,260	\$3,917,260

Position Summary
TOTAL EXEMPT POSITIONS
70 Positions / 70.0 Staff Years

Key Performance Measures

Goal

To set policy for the administration of the County government under the Urban County Executive form of government for the citizens of the County within the framework of the Constitution and the Laws of the Commonwealth of Virginia, and to provide for the efficient operation of government services. Due to the overall policy nature of the Board, there are no specific objectives or performance measures for this cost center.

Board of Supervisors

Office of Clerk to the Board

Funding Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5	7/ 6.5
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$662,277	\$786,140	\$786,140	\$811,412	\$811,412

Position Summary					
1 Clerk to the Board of Supervisors E	1	Management Analyst I	3	Administrative Assistants III	
1 Administrative Assistant V	1	Administrative Assistant IV	1	Administrative Assistant I, PT	
TOTAL POSITIONS			E Denotes Exempt position		
8 Positions / 7.5 Staff Years			PT Denotes Part-Time Position		

Key Performance Measures

Goal

To provide timely and accurate legislative and administrative support services to the Board of Supervisors to meet administrative requirements in accordance with state law, the Fairfax County Code, Board policy and County policies and procedures.

Objectives

- ◆ To uphold the timeliness of the Clerk's Board Summaries with a completion time within three business days of the meeting.
- ◆ To increase the error-free rate of the Clerk's Board Summaries from 98.4 percent to 98.5 percent, toward a target of a 100 percent error-free rate.
- ◆ To increase the percentage of land use decision letters to applicants initiated within 10 working days from the date of Board action from 97.0 percent to 98.0 percent.
- ◆ To maintain a 100 percent satisfaction level for all research requests processed.
- ◆ To maintain Board Members' level of satisfaction with service provided by the Clerk's Office at 90 percent of members satisfied in FY 2007, toward a future target of 100 percent.
- ◆ To maintain the timeliness of the production of the appointment letters for appointees to Boards, Authorities and Commissioners at 98 percent completed within 4 working days from appointment by the Board of Supervisors toward a future target of 100 percent.

Board of Supervisors

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
Output:					
Clerk's Board Summaries	24	24	24 / 22	23	23
Total pages of Clerk's Board Summaries	1,014	1,017	1,022 / 981	1,004	1,004
Letters of land use decisions by the Board	175	171	173 / 151	166	166
Research requests	410	489	489 / 310	403	403
Letters of appointment to Boards, Authorities, and Commissioners	421	447	434 / 506	458	458
Efficiency:					
Cost per Clerk's Board Summary	\$5,911	\$5,921	\$5,916 / \$6,679	\$6,138	\$6,255
Cost per land use decision	\$131.09	\$167.34	\$169.81 / \$238.83	\$212.34	\$217.84
Cost per research request	\$23	\$20	\$20 / \$32	\$22	\$23
Cost per Board appointment	\$103	\$91	\$92 / \$82	\$93	\$96
Service Quality:					
Percent of Clerk's Board Summaries completed within 3.5 business days	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Accurate Board Summary pages	989	1,001	1,006 / 961	988	989
Average business days between Board action on land use applications and initiation of Clerk's letter	6.50	6.40	6.30 / 5.80	5.70	5.60
Percent of record searches initiated the same day as requested	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Average business days between Board appointment and Clerk's letter to appointee	0.9	1.3	1.3 / 1.5	1.4	1.4
Outcome:					
Average business days between Board Meeting and completion of Board Summary	2.58	2.87	2.70 / 2.54	2.54	2.54
Percent of accurate Clerk's Board Summary pages	97.5%	98.4%	98.5% / 98.0%	98.4%	98.5%
Percent of land use decision notification letters initiated within 10 business days	94.0%	91.8%	94.0% / 96.0%	97.0%	98.0%
Percent of individuals satisfied with record research requests processed	100.0%	100.0%	100.0% / 100.0%	100.0%	100.0%
Percent of Board Members indicating a satisfactory level of service by the Clerk's Office	90.0%	90.0%	90.0% / 90.0%	90.0%	90.0%
Percent of notification letters produced within 4 business days of the Board's appointment	100.0%	98.0%	100.0% / 95.5%	98.0%	98.0%

Board of Supervisors

Performance Measurement Results

The Clerk's Office continues to produce its main document, the Clerk's Board Summary, within three days of the Board meeting and with a level of accuracy of over 98 percent. In FY 2005, research requests decreased by 36.6 percent, while letters of appointments increased 13.2 percent and letters of land use decision decreased by 11.7 percent.

In FY 2004, the Board made nine appointments to the Convention and Visitors Bureau before information was available for the notification letters. The Clerk's Office produced the letters as soon as the information was provided. Discounting that aberration, the FY 2004 Actual figure would be 100.0 percent. In FY 2005, delays occurred with the Tysons Corner Transportation and Urban Design Study Committee and the Southgate Community Center Advisory Council, both of which were newly created.

In FY 2007, the Clerk's Office will continue to pursue technology initiatives, such as creating electronic copies of Board meeting agenda items and supporting documentation and posting such items on the Web. This will enhance the research information available to the public, members of the Board of Supervisors and County staff. The Clerk's Office will also seek to create an Infoweb page with procedural information for use by County staff.